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Faculty of Economics
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**Methodology for Writing
Bachelor's and Master's Theses at
the Faculty of Economics of the
University of Economics in Prague**

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2013

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1. Introduction

The objective of this material is to provide comprehensive guidelines for preparing qualifying papers or academic papers, as appropriate. Furthermore, it aims to consolidate various partial “manuals” for preparing such papers within the entire Faculty of Economics at the University of Economics in Prague. Last but not least, this material strives to facilitate the future authors’ (students’) orientation/navigation, particularly at the very beginning of their process of writing academic papers, especially theses (both Bachelor’s and Master’s).

2. Stipulating the process of preparing final papers

The purpose of preparing a first qualifying/academic paper (as appropriate) of scientific type consists in mastering all techniques that are required to prepare such papers. This mainly concerns the following: structured approach to the paper, mastering literature research and working with reference books in general, mastering citations and using third-party texts, but particularly elaborating analyses, researches, inquiries, simulations (modeling), calculations, etc. – i.e. unassisted elaboration of original (author) texts.

3. Selecting a topic

A suitable selection of a topic represents the basic precondition to future successful elaboration of a first academic/scientific paper. In any case, future authors should be familiar with the selected topic and find it personally appealing. For example, they should select the topic of their Bachelor’s/Master’s thesis in connection with their field of study, other majors (specializations) or scientific/research activities of the Faculty of Economics or another site or department with similar profile, or in connection with their job, area of interest, professional area of their relatives and friends, etc. Individual qualifying paper seminars/guidance activities (as appropriate) vary based on the range of explored topics, as each paper supervisor (mentor) specializes in different segments of economics, economic or social policy, economic history, environmental economics, etc., and consequently offers areas of topics, for which Bachelor’s/Master’s theses may be elaborated under his or her supervision. Bachelor’s/Master’s thesis supervisors should provide some degree of freedom to students in selecting specific topics to ensure that students already perceive their independently selected topic positively prior to commencing the paper preparation, while also assuming responsibility for the topic selection. However, the thesis supervisor must finally guarantee factual correctness and suitability of the topic before it is submitted for approval.

4. Information sources

Specialized sources for writing papers are available either in paper or electronic form. In writing Bachelor’s and Master’s theses, it is necessary to prioritize sources from renowned national and international authors, various databases of public institutions, etc.

Due to the currently widespread plagiarism, it is inevitable to verify individual sources properly to prevent adoption and/or citation of plagiarized texts.

Libraries and archives

- Library of the University of Economics in Prague;
 - Library of the Czech National Bank;
 - Libraries of other colleges and universities;
 - Research institutes, particularly the Economics Institute of the CAS, Research Institute for Labor and Social Affairs, and others;
 - Czech Statistical Office;
 - Individual Ministries;
 - National Archives, State Regional Archives, other archives.
- Electronic sources¹
 - JSTOR (access from the university network, possibility to set up remote access);
 - Sources available from the University of Economics network (ProQuest 5000, EBSCO, Anopress, Source OECD, etc.);
 - Centre for Economic Policy Research;
 - EconLib;
 - National Bureau of Economic Research;
 - Resources for Economist;
 - Golden Collection of the Czech Economic Thought (bibliothecaeconomica.cz).

5. Preparing the “Thesis Assignment” and primary literature sources

The assignment represents a brief characteristic of the thesis and it is written either in Czech or in English. In this connection, it is necessary to emphasize that the “Thesis Assignment” is not identical with an “Abstract” – this is often not distinguished.

The paper assignment is prepared at the very beginning of the entire process – i.e. during the initial stages of academic investigation. Therefore, it only contains a defined objective and general characteristics of the prospective paper.

The paper assignment must contain the following four paragraphs, including numbered sections:

1. Objective of the paper

The objective defined in the “thesis assignment” is the initial definition/specification of the objective; therefore, it is concise; however, it should include the principal orientation of the prospective paper.

2. Significance, topicality or expected contribution of the selected topic

In this subsection, authors should characterize the significance, topicality or expected contribution of the selected topic, whereas each selected topic should have some significance or some degree of topicality for the given area, field or domain covered by the given paper, or expected contribution to the covered issues or the author. This means that authors should refrain from general statements that the selected topic is extremely important or current in terms of

¹ Department of Economic and Social Policy (2013)

the given field or present developments of the national economy or economy of a specific country; however, it is necessary to justify the merits of such significance or topicality in terms of the period, during which the paper is being prepared.

3. Characteristics of the theoretical part

This subsection must contain brief characteristics of concerned theories, relevant methods, characteristics of applied models, etc.

4. Characteristics of the practical part

This subsection must characterize the practical part of the thesis – both in terms of its contents and the justification of the selected structure or applied methods, as appropriate.

The scope of the assignment should be about 15 to 20 lines. Among others, the assignment should include a hypothesis or some fundamental issues and selected methods. It should also include no less than 5 to 10 basic literary sources, on which an author would rely, particularly in terms of the theory. Logically, this list will grow in the course of the thesis preparation.

Since the “Thesis Assignment” is prepared at the very beginning of the entire process, it must be formulated in the **future tense**, unlike the “Abstract”.

The assignment of a Bachelor’s thesis (or Master’s thesis, as appropriate) must be prepared using a form generated from the Integrated Study Information System (ISIS); however, solely in line with the instructions contained herein and using the template enclosed hereto.

6. Methodology

When starting to write a Bachelor’s/Master’s thesis, it is beneficial to define the methods of work that would be used both in the theoretical and practical part.

Literature research

The Czech term “rešerse” (research) may be perceived in two different ways. On the one hand, it is a search for information on certain issues/problems based on specified research inquiries; on the other hand, it represents the actual results of such information search relating to the submitted research inquiry.²

Literature research refers to text that brings the current view of the given problem area from the perspective of contemporary literature; this basically concerns a summary of theoretical resources relating to the assigned topic. The key role of literature research is to generate a comprehensive overview of existing literature relating to a specific topic.

Literature research is characterized by logically connected paragraphs, relevant bibliographic references, specialized terminology, objective and comprehensive overview of existing exploration (research) of the given topic, as well as a synthesis of presented information.³

² Academic Library of University of South Bohemia

³ Jersáková

Research types

Literature research may be distinguished based on the following aspects:⁴

1. Time
 - Nonrecurring research – it summarizes materials relating to a specified topic within a defined period of time;
 - Continuous research – it summarizes materials relating to a specified topic from the specified date into the future;
2. Included materials
 - Complete research – it comprises any and all information available on the given topic;
 - Selective research – it comprises a selection of materials based on material and formal criteria;
 - Indicative research – it comprises information, which should provide an overview of a little-known problem area;
3. Used sources
 - Bibliographic research – it comprises citations that may also be supplemented with abstracts of individual records;
 - Factual research – it comprises specific facts, data, resources, and other information on various matters, phenomena, and persons (e.g. statistical data);
4. Type of documents
 - Specifically comprehensive research – it comprises records of all types of documents;
 - Single-type research – it comprises records of documents of one type;
 - Multi-type research – it comprises records of documents of two or more types;
5. Processing technology
 - Conventional (intellectual) research – it is processed based on printed secondary or tertiary information sources;
 - Machine-aided research – it is processed with the use of computers and other technical resources for information search.

Observation

Observations refer to purposeful, planned, and systematic monitoring of certain facts. It leads to a description and explanation of such facts. In the course of observations, it is necessary to select proper units of measurement. **Experiments** represent a special type of observation; experiments take place under monitored or controlled conditions with a view to verify whether a hypothesis or a theory is correct.⁵

Comparison

Comparisons are used in cases that require identification of identical or varying aspects of two or more different objects. Selected indicators may be compared within

⁴ Academic Library of University of South Bohemia

⁵ Synek (2002)

statistical sets from the perspective of facts (GDP, inflation, unemployment, profit, loss, etc.), territory (volume of financial funds per capita in EU countries, etc.), and time (development in the period of 1989 – 2013, and others).

For the purpose of Bachelor's/Master's theses, it is possible to use two types of comparisons. Firstly, we can compare approaches to problems, views, hypotheses, and premises used with a view to justify one's own standpoints. This comparison method is mainly used in the theoretical part of the thesis, e.g. in comparing various views of individual authors of specific issues.⁶

The second method of comparing comprises measurements, investigation, and objectification. In this approach, various types of criteria are used (too much/too little, good/bad, etc.). This comparison method is mainly used in the practical part of the thesis, e.g. in comparing indicators that characterize the development of parameters of the national economy.⁷

For the purpose of comparing, it is also possible to use differences, ratios, indices, growth rates, points, etc.⁸

Analogy

Analogies rely on comparisons. It aims at identifying analogy to signs/criteria of various objects or phenomena. Analogies allow understanding in observing unknown phenomena.⁹

Analysis

Analyses represent a dissection of examined objects, events, or situations into individual parts that are later examined further. More detailed examination of individual phenomena makes it easier to understand the given phenomenon as a whole. The objective of analysis is to get to know a system and expose the functioning thereof.¹⁰

Synthesis

A synthesis refers to consolidating individual parts, whereas we observe significant relationships between individual components of the given phenomenon. Using synthesis, we can better estimate internal regularities of the functioning/development of certain phenomena.¹¹

Furthermore, there are various analytical methods that may be used in processing findings and facts collected through research. Such methods comprises, for example:¹²

- **Classification analysis** (synthetic, analytic, cluster analysis) – it is used to classify partial phenomena into groups or into subgroups;
- **Relational analysis** – it examines relations between individual phenomena;
- **Causal analysis** – it examines causes for various phenomena;

⁶ Synek (2002)

⁷ Synek (2002)

⁸ Synek (2002)

⁹ Synek (2002)

¹⁰ Synek (2002)

¹¹ Synek (2002)

¹² Synek (2002)

- **System analysis** – it examines more complex systems;
- **Sector analysis** – it explores impact of trends of individual macroeconomic or microeconomic factors on the market;
- **Regression analysis** – it estimates some incidental values based on the knowledge of other values;
- **Abstraction** – separation of irrelevant qualities of certain phenomenon from the relevant ones;
- **Inductive and deductive reasoning** – inductive reasoning: proceeding from specific conclusions to general ones; deductive reasoning: proceeding from general conclusions to specific ones;
- **Mathematical and statistical methods;**
- **Simulations (modeling)** – creating models;
- And others

7. Preparing the paper structure

Following the right selection of an appropriate thesis topic, the most difficult part in preparing scientific-type academic papers is definitely the proposal/drafting of a logical structure of a paper, as this is one of the basic assessment criteria in classifying submitted papers. The preparation of a logical architecture of a paper is the primary and most difficult task always faced by authors – not only by starting authors, but also by very experienced authors, who are professionally active in the field of science. In drafting such logical structure, authors must always take into account the following system chronology, which must be respected and very carefully perceived throughout the paper writing process.

The following segments of work blend together with the system chronology:

**Topic – Assignment – Paper structure (or contents, as appropriate)
– Introduction – Objective – Conclusion**

The selected topic must be absolutely unambiguously accepted when preparing the “thesis assignment”. The “thesis structure” must definitely respect the selected topic and logically expand and elaborate the thesis assignment. In preparing the “introduction”, which contains the thesis objective, authors must unambiguously respect the selected thesis topic, assignment, and structure. Furthermore, the conclusion must be in full compliance and cannot leave out anything relating to the selected thesis topic, assignment, structure and/or introduction (or defined objective, as appropriate).

The aforementioned premise may also be defined as the mutual compatibility of all individual segments specified in the system chronology.

Logical structuring of a thesis using the system chronology shall mean scientific and material structuring of a paper, not the below mentioned formal structure of the thesis.

Formal structure of the thesis:

1. Title page
2. Affidavit

3. Acknowledgements
4. Signed thesis assignment
5. Abstract in Czech and in English, keywords and JEL classification (all on one page)
6. Table of contents
7. Text of the thesis
8. List of abbreviations (if applicable)
9. List of tables and charts
10. List of references (literature) and other sources
11. Annexes

Title page and affidavit

The form for the title page and affidavit in Bachelor's/Master's theses is available for download at <http://nf.vse.cz/studenti/formulare-pro-studenty/>, in the section “Diplomové a bakalářské práce” (Master's and Bachelor's theses).

Acknowledgements

Although this is not precisely set down by any binding standard, it is common practice to express thanks to a thesis supervisor in a manner that corresponds, in the author's view, to the supervisor's overall contribution. Furthermore, it is polite to express thanks to other people, who contributed in any way to successful elaboration of the given academic paper or to institutions that provided an author with necessary assistance in collecting inevitable background materials.

Abstract

An abstract has a similar structure to the thesis assignment; however, its text cannot be identical to the “Thesis Assignment”, because it must already show qualitative progress made by authors in the course of the thesis elaboration – i.e. in the development of their knowledge. An abstract should already contain the key conclusions of the thesis, it must characterize the added value generated by an author or define its originality, and – last but not least – it should state new findings and facts brought by the thesis.

An abstract must also include JEL classification, i.e. international standardized method of classifying scholarly literature in the field of economics. The list of individual codes is available at http://econlit.org/subject_descriptors.html. Depending on the thesis topic, 2 to 4 codes are selected that are written in the following format, for example: H53, B37.

An abstract must contain at least 5 to 10 keywords, i.e. the most important terms representing the given qualifying paper; it must be in both Czech and English.

Since an “Abstract” is prepared at the very end of the writing process, it must be formulated in the **present tense**, unlike the “Thesis Assignment”.

Table of contents

As specified in the first part of this chapter, the drafting of a sophisticated thesis structure, presented as the contents, is the most difficult part of the entire writing process;

consequently, it is necessary to adhere to the fundamental rule, without which a thesis cannot be successfully written.

The rule is as follows: **“The heading of each chapter and subchapter must factual describe the contents/text of the given chapter/subchapter – i.e. the heading and the text must be fully compatible.”**

Mismatched chapter/subchapter headings often represent a significant flaw that cannot be justified. Upon reading chapter headings, readers must understand what text is declared by an author in such chapter.

Introduction

An introduction should be structured similarly as an approved thesis assignment. Therefore, it should also be broken down – usually into four parts.

The first part should serve as an introduction to the given area, particularly in terms of the significance and topicality of the selected topic (or why an author chose the given area and his or her expectations from the paper elaboration, desired results, planned contributions of the paper, etc.).

The second part should be a brief description of the theoretical part of the paper, without any elaboration of the problems at hand.

The third part should characterize the structure, methods selected for exploring the given area, and reasons for selecting the relevant thesis structure and the relevant methods.

The fourth part is the most important one; it must specify the examined problem, define the paper objective, which should, among others, offer some hypotheses (or questions, as appropriate) to be answered in the “Conclusion” chapter. It is apparent from the aforementioned that the final wording of the paper objective defined in the initial chapter must be more extensive compared to the original paper objective defined in the “paper assignment”.

The selected topic is not factually discussed in the introduction; it is only necessary to characterize and describe the structure, selected methods, and defined goals of the paper. It is a common mistake that authors tend to factually address the selected topic in the introduction, also providing some conclusions already.

Theoretical part

The theoretical part represents the theoretical base (or theoretical resources, as appropriate) for the practical part. The theoretical part should include definitions of used terms, concerned economic theories, and any applied methodology, through which the defined objective would be resolved. In this part of the paper, it is beneficial to capitalize on the knowledge already gained in the course of the undergraduate course of study. The basis for the drafting of the theoretical part is a comprehensive exploration of any literature that is related to the given problem area. By studying all the relevant literature, we must rule out the possibility that a reviewer, supervisor, or a state final exam committee finds out that an author failed to study (or cite, as appropriate) a fundamental author in the given field.

The theoretical part should amount to roughly 1/3 of the entire paper; however, it should not exceed 50% of the whole text. It is a common mistake that some authors use

textbooks as the dominant source for the theoretical part. In this context, we must emphasize that it is the author's obligation to become familiar with, use, and cite any national and international literature on the given topic, which exceeds – in terms of its scope and contents – the scope of literature (textbooks) used in the course of standard study.

This part logically mostly contains third-party texts – either cited or paraphrased. Nevertheless, this part should also include authors' own theoretical views and arguments in respect of cited authors, particularly at the end of this part that may be entitled “partial conclusions”, for example.

Practical part

The practical part should rely on sufficiently covered theoretical resources (bases) in the theoretical section. In this regard, it is emphasized that both parts should be interconnected in a sophisticated manner. In drafting the practical part, the structuring is the key. The initial preamble should first characterize the examined national economy sector, for example (or organization, institution or corporation with national economic importance, as appropriate). Other chapters should, for example, explore the legal framework of the given area, institutional resources, followed by an analysis of the investigated entity or process.

The practical part should amount to about 2/3 of the entire paper, with minimum being 60% of the whole text.

In the practical part, authors must already create their own added value – i.e. the text, tables, calculations, and charts should mostly be original. Adopted texts, tables, charts, and calculations should not exceed 30% of this part of the paper.

Authors' own contributions, resulting from their research, analyses, statistical calculations, modeling/simulations, questionnaires or other inquiries, or other methods used are absolutely essential in this part of the paper. The practical part should summarize authors' own findings or outcomes – either at the end of each chapter or at the end of the practical part.

The basic premise for proposing and elaborating the practical part is the resolution and fulfillment of objectives defined in the paper introduction.

Conclusion

Taking into account the need to apply a systemic approach to the whole paper, which is the most difficult task for unexperienced authors in writing academic papers, it is beneficial to use a structuring in the “Conclusion” that represents an analogy to the “Introduction” structure.

In the first part of the conclusion, authors should address the significance and topicality of the selected topic. They should state whether they in fact found the selected topic to be as important in terms of the (national) economy as they assumed. They should characterize the contributions of exploring the given topic for the author.

In the second part, authors should extract the most important outcomes and partial conclusions of the theoretical part that should be discussed, whether or not they agree with the relevant theoreticians (or specify those that they do / do not agree with), or express some of their theoretical views or conclusions, as appropriate, i.e. to interconnect the results of the empirical part with outputs of the theoretical part.

The fundamental part of the “Conclusion” consists in the partial conclusions, outcomes, and findings from the practical part. In this regard, authors should – in a very compressed form – present the results of their examinations, analyses, simulations, investigations, comparisons, etc.; however, they should not describe how such investigations were conducted, the methods applied, or repeat the description of selected methods and structure of the paper; this is a very frequent and significant mistake that considerably devalues the entire paper, as authors fail to present the added value that must be included in each academic paper.

The penultimate section of the conclusion should include the assessment concerning the fulfillment of the defined paper objective, whereas authors must objectively and self-critically assess, where they succeeded/failed in terms of the fulfillment of the defined objective; authors must explain and substantiate the failure to fulfill specific parts in a pregnant manner. The failure to fulfill some parts of the defined paper objective may be explained by objective reasons (e.g. inaccessibility of background materials necessary for conducting the research) or by subjective reasons; however, such subjective reasons must be justified by authors, as mentioned above.

The last part of the conclusion should include the authors’ statement, explaining which related areas could be addressed in excess of the paper assignment had the authors not been limited by the assignment and defined scope. In this part, authors may also propose new topics or associated topics for follow-up academic papers for future authors.

Annexes

Annexes include background materials that supplement the text/wording of the paper. All annexes must be numbered and shown in the table of contents. Annexes that cannot be bound together (e.g. CDs or drawings) will be included in the back of the folder, in a fixed/attached “pouch”.

8. Scope of individual papers

8.1 Scope of Bachelor’s theses

Introduction: approximately 1.5 to 2 pages;

Theoretical part: approximately 10 to 15 pages, depending on the total scope of the paper, as it is necessary to preserve the proportion of the theoretical part and the practical part;

Practical part: approximately 30 to 40 pages, depending on the total scope of the paper;

In exceptional cases, for papers of extraordinary nature, the scope of the theoretical part and the practical part may differ from the above mentioned; consequently, the mutual proportion of the two parts will also be different; however, the total scope of the paper should be preserved;

Conclusion - approximately 3 or more pages, depending on the nature of the paper;

The total scope of a Bachelor’s thesis is no less than 45 standard/norm pages of text.

8.2 Scope of Master's theses

Introduction: approximately 1.5 to 2.5 pages;

Theoretical part: approximately 15 to 25 pages, depending on the total scope of the paper, as it is necessary to preserve the proportion of the theoretical part and the practical part;

Practical part: approximately 45 to 60 pages, depending on the total scope of the paper;

In exceptional cases, for papers of extraordinary nature, the scope of the theoretical part and the practical part may differ from the above mentioned; consequently, the mutual proportion of the two parts will also be different; however, the total scope of the paper should be preserved;

Conclusion - approximately 5 pages, depending on the nature of the paper;

The total scope of a Master's thesis is no less than 65 standard/norm pages of text.

The minimum scope of papers must be determined, as it is otherwise not possible to adhere to the correct sophisticated structure proportionality. However, this does not mean that as many pages as possible must be purposelessly covered. **The paper quality is the prevailing measure.**

9. Formal requirements for the paper elaboration

9.1 References and citations

When writing papers, it is necessary to comply with copyright regulations and rigorously cite sources of all third-party information (citations, paraphrases, or mere numeric values). References and list of literature must be prepared in line with one of existing citation standards (APA, CMS, ISO 690). For this purpose, we strongly recommend using a citation software (e.g. Zotero), which can collect, organize, and analyze all literature sources. Furthermore, it automatically generates the list of final literature used, with all details required by the given standard.¹³

In case an unidentified citation or paraphrase (presentation of identical idea in other words) is found in a paper, the relevant paper is automatically given a "failed" grade, whereas the respective student is to face the Faculty's disciplinary committee. In case of any ambiguity or doubt relating to proper citations, it is necessary to study the relevant citation standards and, if your doubts prevail, consult the matter with your thesis supervisor.

There are three types of texts:

- Third-party text (exact citation);
- Restated text (paraphrase);
- Author's text (original text).

These types of texts must be clearly identifiable in your paper to prevent any confusion of third-party or paraphrased texts with author's original texts. Authors should mainly use citations and paraphrases from national and international scholarly/reference literature studied on the given topic. It is not common to use citations and/or paraphrases from textbooks in

¹³ Department of Economic and Social Policy (2013)

qualifying papers such as the Bachelor's/Master's theses; if so, they are only used in exceptional cases.

There are two basic types of abbreviated citations – i.e. links to citations directly in the paper text.

The first way is to state the source as a **footnote at the end of the given page**. Only a reference to a footnote follows the cited text in a Bachelor's/Master's thesis, whereas the source is stated at the end of the given page; however, not at the end of the paper or chapter, with the specification of the citation/paraphrase page. With regard to footnotes, it is advised to use the standard MS Word functionality; footnotes should not be inserted manually in a paper. The form of citations is the same as for references to citations in parentheses/brackets. The only difference consists in the fact that the references to the sources do not affect the text itself, as they are provided in the form of footnotes at the end of the given page.

Internet sources are usually stated in the paper text in the same manner (in case of documents, publications, or newspaper articles), or using another suitable manner that would allow their easy identification in the list of literature at the end of the paper (e.g. a server, where the given article was published, together with the author's name). Complete links (URL) to texts are usually not mentioned in the paper text (not even under charts and/or footnotes), but instead, they are provided in the list of literature.

The second way is to state sources **directly in the paper text using parentheses or brackets**. In case of books and text documents downloaded from the Internet, do not mention the complete text name, but only state the author's name and the year the given text was published, e.g.: (Weber, 1998). In case of several authors, state the authors' names in the parentheses, together with the year the given text was published, e.g.: (Znoj, Havránek, Sekera, 1995). In case of a collective of authors, only mention the name of the leading author and the year, e.g.: (Holman et al., 1999). In case several sources from a single author and identical publication year are used in a Bachelor's/Master's thesis, they are distinguished using a letter next to the publication year (e.g. OECD, 2003b). In case of exact citations, it is also necessary to mention the page name in the parentheses, after the publication year, e.g.: (Synek, 2005, p. 46), whereas the cited text in a Bachelor's/Master's thesis is in quotation marks and italics. The complete name of the publication used for the citation (e.g. text name, publisher, publication year, etc.) is only provided in the list of literature at the end of the Bachelor's/Master's thesis. Specific citation in a paper text may thus look as follows:¹⁴

... jak popisuje ve svém textu Milton Friedman (1994, p. 53) a jak uvádí Kenny (1998, p. 12)... Podle Holmana a kol. (1999, p. 17), platí naopak ..., kterého cituje M. Pokorný v Respektu č. 1/2005 (p. 8).

Inflace je nárůst všeobecné cenové hladiny zboží a služeb v ekonomice v určitém časovém období. (Holman, 1999, p. 48)

¹⁴ Department of Economic and Social Policy (2013)

The list of literature (references) is sorted alphabetically (first letter of authors' surnames or organization names). In case of a higher number of cited sources, it is possible to classify them in several groups (books, journals, online sources, etc.).¹⁵

Examples of citations in the list of literature/references (i.e. at the end of a paper)¹⁶

- *Monograph in Czech*: FRIEDMAN, Milton: Kapitalismus a svoboda, 1. vydání, Praha, Liberální institut 1994, 182 pp., ISBN 80-85787-33-4;
- *In case of several authors*: up to three authors, mention all of them, separating them by hyphen; in case of more than three authors, only mention the leading author of the collective with a note *et al. (a kol.)*;
- *Volume*: for example: ZNOJ, Milan – HAVRÁNEK, Jan – SEKERA, Martin (eds.): Český liberalismus – Texty a osobnosti, 1. vydání, Praha, TORST 1995, 521 pp., ISBN 80-85639-49-1
- *Paper in a volume*: e.g. BOROVSÝ, Karel Havlíček: Strany politické. In: ZNOJ, Milan – HAVRÁNEK, Jan – SEKERA, Martin (eds.): Český liberalismus – Texty a osobnosti, 1. vydání, Praha, TORST 1995, pp. 106–116
- *Monographs in another language*: author, name, edition, place of publication, publisher, publication year – in the original language of the publication (shall not be translated)
- *Articles in journals*: e.g. SKOLKOVÁ, Michaela – STILLER, Vladimír – SYROVÁTKA, Jan: Úloha cen aktiv v měnovém transmisním mechanismu, Finance a úvěr no. 9, 2001, pp. 488–506
- (In case of articles in specialized journals, it is always necessary to mention the number of pages. In case you use Jstor.org database to find an article, it is not necessary to mention that the text was found in Jstor – it is sufficient to only provide a complete citation of the original journal, in which the given article was published. Bibliographic data on articles in Jstor are always mentioned on the first page of each downloaded article.)
- *Newspaper articles*: e.g. POKORNÝ, Marek: Jak je ti Rakousko – Zpráva z moravského pohraničí o prvním roce v Unii. Respekt no. 1, 3 January 2005, p. 8
- *Internet sources*: always state the complete name of the text, including an author, valid internet address (complete if possible, i.e. not the server name only), where the text is available, and the citation date, for example: KENNY, Geoff: The Housing Market and the Macroeconomy: Evidence from Ireland, Technical Paper 1/RT/98, Central Bank of Ireland 1998, citation 30 May 2004, available at:
<http://www.centralbank.ie/data/techpaperfiles/lrt98.pdf>

We must emphasize that authors only mention those sources in the list of literature (references) that are used or relied upon; naturally, this is not the entire listing of studied literature.

¹⁵ Department of Economic and Social Policy (2013)

¹⁶ Department of Economic and Social Policy (2013)

In case a Bachelor's thesis comprises the author's own questionnaire or another inquiry (opinion poll, interviews with experts, etc.), any and all data used in the paper must be supported by authentic materials (completed questionnaires, recordings and transcripts or interviews, records of email communication, etc.). Such background materials must be archived – at least until the successful paper defense. Students shall make such materials available upon the request of a paper supervisor or reviewer.¹⁷

9.2 Stylistic style of the paper

The paper should be in the A4 format and the text should be prepared in a word processor (MS Word); duplex printing is recommended. The main text must start on the face side (right page in an opened book).

The following cannot be at the end of a page: heading of a chapter, chart or table, detached first line of a paragraph, or a word ending with a separation mark. The beginning of a page cannot include a part of a heading. Single-letter prepositions and conjunctions, dashes, and abbreviations of two or more words should not be at the end of a line. In dividing words, it is not possible to divide academic titles (degrees), shortened name and surname, numbers and name of a calculated subject, symbols, and units.¹⁸

Arabic numerals are used for page numbering – either in the middle or inner/outer edge of the bottom section of each page. The following pages are not numbered: title page, affidavit, acknowledgement, and table of contents. The numbering starts with the introduction; however, the number of pages is counted from the title page. Multilevel numbering of individual chapters and subchapters should be used, in a decimal format. **The chapters “Introduction” and “Conclusion” are not numbered.**¹⁹

Example of a paper structure:

Introduction

1. Theoretical part

1.1 Central banking

1.2 Central bank independence

1.3 Financial market regulation and supervision

1.4 Monetary policy

1.5 Foreign exchange policy

2. Practical part

2.1 Analysis of the development of the CNB from 1993 to 2012

2.2 Analysis of the development of the central bank independence

2.3 Analysis of the development of the financial market supervision

2.4 Analysis of the central bank's activities in the area of monetary policy

2.5 Analysis of the central bank's activities in the area of foreign exchange policy

Conclusion

¹⁷ Department of Economic and Social Policy (2013)

¹⁸ Synek (2002), Czech Technical University in Prague (2010)

¹⁹ Synek (2002), Czech Technical University in Prague (2010)

It is necessary to maintain uniform graphical layout throughout the text. It is not advised to use several font types; it is more convenient to combine the size, italics, and boldface of a single font type. The uniform graphical layout should be used not only throughout the text, but also for tables and charts – i.e. the same font type should be used in tables and charts as in the paper text itself. The layout of chapter/subchapter headings should be uniform throughout the paper.

To highlight any text, it is suitable to place it on a separate line, use bold letters, italics, change the font size, use capitals or put the text in quotation marks. Underlined characters should only be used in justified cases.²⁰

The text of Bachelor's/Master's theses must be formatted in a manner that ensures pages have the qualities of a standard/norm page = i.e. 1 800 characters including spaces.

Prescribed paper formatting:

- Line spacing: 1.5
- Font size
 - Standard text: 12 pt.
 - Headings: up to 24 pt.
 - Description of tables, charts, and figures: 10 – 11 pt.
 - Footnotes: 8 pt.
- Font type: Times New Roman
- Alignment: justify
- Page margins: 2.5 cm, left margin 3.5 cm

9.3 Graphical layout of tables, charts, and figures

All tables, charts, figures, diagrams, photographs, etc. must be numbered with Arabic numerals and identified with a title. The title starts with a capital letter and is not followed by a full-stop. In case the width of a figure, table, or a chart exceeds the page width, it is displayed in a landscape mode, with the heading to the left, whereas the description is on the right. Any symbols and abbreviations used must match those used in the text. Tables and charts must include a key. In case tables are not included directly in the text, they are provided in annexes. The width of all table columns should be the same. In case the data have the same number of characters, they are vertically center-aligned; numeric data are vertically right-aligned. The data in the entire table should be center-aligned horizontally. Results are shown in bold. Numbers exceeding 999 are separated with a space after each group of three numerals; dots are not used as separators.²¹

Mathematical and physical formulas and equations start at the beginning of a line, separated by special space from the surrounding text. In case an equation does not fit on a single line, new line should be used in front of an equal sign (=), or in front of plus / minus /

²⁰ Czech Technical University in Prague (2010)

²¹ Synek (2002), Czech Technical University in Prague (2010)

multiplication / division sign, in order to emphasize the connection of both lines. Equation cannot be divided in fractions, sections in parentheses/brackets or sections in square roots.²²

The numbering of tables, charts, figures, formulas, and equations should be continuous throughout a paper; the list of the aforementioned should be included at the end of the paper to ensure transparency. Any notes to tables and/or charts are inserted directly below the given object. Each table, chart, and figure must be completed with information about the source of used data; this source is usually mentioned under the object itself. Even if a table relies on author's own calculations, it is necessary to mention the data source (e.g. Source: *Czech Statistical Office, 2013, own calculations*). Chart headings are usually in bold letters; any sources and notes are added in italics.

10. Approving and submitting papers

The basic precondition to approving a paper is a **continuous** presentation of prepared text to the paper supervisor for consultations; the paper supervisor continuously revises the text.

The final version must be presented to the supervisor for approval; once approved by the supervisor in writing, the paper may be uploaded to ISIS in an electronic form.

11. Preparing for a thesis defense

Simulating the defense and selecting the defense method:

- Defense in the form a dialogue;
- Defense in the form of a PowerPoint presentation
 - Paper author presents the presentation to the paper supervisor for consultation;
 - The presentation must be tested well in advance prior to the defense, using technical equipment in the room where such defense takes place.

12. Sources used

Academic Library of University of South Bohemia: Jak hledat informace – rešeršní činnost, Akademická knihovna Jihočeské univerzity v Českých Budějovicích, dostupné z <http://www.lib.jcu.cz/docs/ak-ikurz-resersni-cinnost.pdf> (*How to search for information – research activities, Academic Library of University of South Bohemia in České Budějovice, Czech version available at <http://www.lib.jcu.cz/docs/ak-ikurz-resersni-cinnost.pdf>*).

Czech Technical University in Prague: Doporučení pro psaní vysokoškolských závěrečných prací, 2010, dostupné z <http://knihovna.cvut.cz/studium/jak-psat-vskp/doporuceni/> (*Recommendation for the drafting of final university papers, 2010, Czech version available at: <http://knihovna.cvut.cz/studium/jak-psat-vskp/doporuceni/>*).

²² Czech Technical University in Prague (2010)

Jersáková, J.: Literární rešerše, Jihočeská univerzita, Přírodovědecká fakulta, Katedra biologie ekosystémů, dostupné z http://kbe.prf.jcu.cz/files/studenti/Literarni_reserse.pdf (Literary research, rešerše, *University of South Bohemia*, Faculty of Science, Department of Ecosystem Biology, *Czech version available at: http://kbe.prf.jcu.cz/files/studenti/Literarni_reserse.pdf*).

Department of Economic and Social Policy: 5HP310 Bachelor's Seminar, University of Economics in Prague, Faculty of Economics, Department of Economic and Social Policy, 2013, Czech version available at: <http://khp.vse.cz/pro-studium/materialy-k-vyuce/5hp310/>).

Synek, M. – Sedláčková, H. – Vávrová, H.: Jak psát diplomové a jiné písemné práce, VŠE v Praze, Fakulta podnikohospodářská, 2002, 59 s., dostupné z <http://fph.vse.cz/att/dp.pdf> (How to write Master's thesis and other written papers, University of Economics in Prague, Faculty of Business Administration, 2002, 59 pp., Czech version available at: <http://fph.vse.cz/att/dp.pdf>).

13. Reviews

Taking into account the cohesion or compatibility (as appropriate) of priorities within the methodology for drafting Bachelor's/Master's theses and the reviews of paper supervisors/external reviewers specified in the Annex to this methodology, we advise authors of qualifying papers to study the below mentioned reviews very carefully at the beginning of their writing process to understand the things that are accentuated and to keep them in mind throughout the qualifying paper writing process.

As of the force/effective date of this methodology, individual reviewers must only use the review forms enclosed to this methodology.

14. Annexes

Form no. 1 – “Bachelor's Thesis Assignment”

Form no. 2 – “Master's Thesis Assignment”

Form no. 3 – “Review of the Bachelor's Thesis Supervisor”

Form no. 4 – “Review of the Bachelor's Thesis External Reviewer”

Form no. 5 – “Review of the Master's Thesis Supervisor”

Form no. 6 – “Review of the Master's Thesis External Reviewer”

University of Economics in Prague
Department of Economic and Social Policy

Faculty of Economics
2014/2015



BACHELOR'S THESIS ASSIGNMENT

Thesis author:
Study program:
Major:

Topic title:

Scope of the thesis: At least 45 standard/norm pages

Thesis structure

1. Thesis objective:

The objective specified in the "thesis assignment" is the initial definition of the objective; therefore, it is concise; however, it should include the principal orientation of the prospective paper that must be unambiguously defined.

2. Significance, topicality or expected contribution of the selected topic:

In this subsection, authors should characterize the significance, topicality or expected contribution of the selected topic, whereas each selected topic should have some significance or some degree of topicality for the given area, field or domain covered by the given paper, or expected contribution to the covered issues or the author. This means that authors should refrain from general statements that the selected topic is extremely important or current in terms of the given field or present developments of the national economy or economy of a specific country; however, it is necessary to justify the merits of such significance or topicality in terms of the period, during which the paper is being prepared.

3. Characteristics of the theoretical part:

This subsection must contain brief characteristics or definitions of the used terms, concerned theories, relevant methods, applied models, calculations, and scholarly publications, which apply to the covered problem area.

4. Characteristics of the practical part:

This subsection must characterize the practical part of the thesis – both in terms of its contents and the selected structure, including its justification, or applied methods, as appropriate.

5. Keywords:

List of scholarly literature:

Date of the Bachelor's Thesis assignment:

Date of the Bachelor's Thesis completion:

.....

Author

.....

Thesis Supervisor

.....

Head of Department

.....

doc. Ing. Miroslav Ševčík, CSc.
Dean of the Faculty of Economics, VŠE

This "Bachelor's Thesis Assignment" form is an integral part of the "Methodology for Writing Bachelor's and Master's Theses at the Faculty of Economics of the University of Economics in Prague"; therefore, the use of the form is binding, similarly as the aforementioned Methodology.



MASTER'S THESIS ASSIGNMENT

Thesis author:
Study program:
Major:

Topic title:

Scope of the thesis: At least 65 standard/norm pages

Thesis structure

1. Thesis objective:

The objective specified in the "thesis assignment" is the initial definition of the objective; therefore, it is concise; however, it should include the principal orientation of the prospective paper that must be unambiguously defined.

2. Significance, topicality or expected contribution of the selected topic:

In this subsection, authors should characterize the significance, topicality or expected contribution of the selected topic, whereas each selected topic should have some significance or some degree of topicality for the given area, field or domain covered by the given paper, or expected contribution to the covered issues or the author. This means that authors should refrain from general statements that the selected topic is extremely important or current in terms of the given field or present developments of the national economy or economy of a specific country; however, it is necessary to justify the merits of such significance or topicality in terms of the period, during which the paper is being prepared.

3. Characteristics of the theoretical part:

This subsection must contain brief characteristics or definitions of the used terms, concerned theories, relevant methods, applied models, calculations, and scholarly publications, which apply to the covered problem area.

4. Characteristics of the practical part:

This subsection must characterize the practical part of the thesis – both in terms of its contents and the selected structure, including its justification, or applied methods, as appropriate.

5. Keywords:

List of scholarly literature:

Date of the Master's Thesis assignment:

Date of the Master's Thesis completion:

.....

Author

.....

Thesis Supervisor

.....

Head of Department

.....

doc. Ing. Miroslav Ševčík, CSc.
Dean of the Faculty of Economics, VŠE

This "Bachelor's Thesis Assignment" form is an integral part of the "Methodology for Writing Bachelor's and Master's Theses at the Faculty of Economics of the University of Economics in Prague"; therefore, the use of the form is binding, similarly as the aforementioned Methodology.



REVIEW OF THE BACHELOR'S THESIS SUPERVISOR

Student's name:

Thesis title:

Name of the thesis supervisor:

	1	2	3	4
Assessment of the topic itself (irrespectively of the student):				
1.1 To what extent is the topic current and significant?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.2 How challenging is the topic in respect of theoretical knowledge?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.3 How challenging it in respect of practical experience or fieldwork?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.4 How difficult is it to get background materials?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Verbal assessment (several sentences), in particular:

Subsection 1.1:

Other (as appropriate):

2. Evaluation of the thesis structure and logical cohesion:				
2.1 To what extent is the thesis structure logical and transparent?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.2 To what extent does the author use current / suitable sources?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.3 How properly did the author select methods in respect of the topic?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.4 How sufficiently and functionally did the author use in the thesis original charts, tables, data, annexes, etc.?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.5 What is the compatibility level for the thesis basic line elements: topic – thesis assignment – objective – structure - conclusions?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Verbal assessment (several sentences), in particular:

Subsection 2.1:

Subsection 2.5:

Other (as appropriate):

3. Assessment of the thesis text quality:				
3.1 How well – in terms of depth and quality – did the author analyze the topic?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.2 Did the author formulate the thesis objective clearly and with logical structure?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.3 Did the author fulfill the defined thesis objective and approved assignment of the thesis that contains the objective?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.4 How well – in terms of depth and quality – did the author cover the theoretical part of the thesis?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Instructions for the review: Author of the review must provide verbal assessment for the specified subsections, which are pivotal for the thesis assessment, particularly for the defense; therefore, the assessment must have reasonable explanatory power.

Note: Classification method: 1 = exceptional, 2 = very good, 3 = good, 4 = failed.

- 3.5 How well – in terms of depth and quality – did the author cover the practical / analytical part of the thesis?
- 3.6 To what extent are the thesis conclusions logically structured and show quality, and what is their added value?

Verbal assessment (several sentences), in particular:

Subsection 3.2:

Subsection 3.3:

Subsection 3.4:

Subsection 3.5:

Subsection 3.6:

Other (as appropriate):

4. Assessment of the thesis form and style:

- 4.1 What is the formal layout of the thesis?
- 4.2 What is the quality of citations and references? Are sources identifiable?
- 4.3 What is the stylistic level of the thesis, particularly the use of correct economic terminology?

Verbal assessment (several sentences), in particular:

Subsection 4.2:

Other (as appropriate):

5. Overall assessment (*It is necessary to state, whether the thesis meets the requirements of the Methodology of the Faculty of Economics in terms of the quality of contents, scope and formal requirements, whether the thesis is/is not recommended for defense. It may also be nominated for a special award, etc.*):

6. Questions and remarks to the defense:

Proposed grade:

Date:

.....
Signature of the Thesis Supervisor

Instructions for the review: Author of the review must provide verbal assessment for the specified subsections, which are pivotal for the thesis assessment, particularly for the defense; therefore, the assessment must have reasonable explanatory power.
Note: Classification method: 1 = exceptional, 2 = very good, 3 = good, 4 = failed.



REVIEW OF THE BACHELOR'S THESIS EXTERNAL REVIEWER

Student's name:

Thesis title:

Name of the thesis external reviewer:

	1	2	3	4
Assessment of the topic itself (irrespectively of the student):				
1.1 To what extent is the topic current and significant?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.2 How challenging is the topic in respect of theoretical knowledge?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.3 How challenging it in respect of practical experience or fieldwork?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.4 How difficult is it to get background materials?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Verbal assessment (several sentences), in particular:

Subsection 1.1:

Other (as appropriate):

	1	2	3	4
2. Evaluation of the thesis structure and logical cohesion:				
2.1 To what extent is the thesis structure logical and transparent?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.2 To what extent does the author use current / suitable sources?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.3 How properly did the author select methods in respect of the topic?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.4 How sufficiently and functionally did the author use in the thesis original charts, tables, data, annexes, etc.?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.5 What is the compatibility level for the thesis basic line elements: topic – thesis assignment – objective – structure - conclusions?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Verbal assessment (several sentences), in particular:

Subsection 2.1:

Subsection 2.5:

Other (as appropriate):

	1	2	3	4
3. Assessment of the thesis text quality:				
3.1 How well – in terms of depth and quality – did the author analyze the topic?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.2 Did the author formulate the thesis objective clearly and with logical structure?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.3 Did the author fulfill the defined thesis objective and approved assignment of the thesis that contains the objective?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Instructions for the review: Author of the review must provide verbal assessment for the specified subsections, which are pivotal for the thesis assessment, particularly for the defense; therefore, the assessment must have reasonable explanatory power.

Note: Classification method: 1 = exceptional, 2 = very good, 3 = good, 4 = failed.

- 3.4 How well – in terms of depth and quality – did the author cover the theoretical part of the thesis?
- 3.5 How well – in terms of depth and quality – did the author cover the practical / analytical part of the thesis?
- 3.6 To what extent are the thesis conclusions logically structured and show quality, and what is their added value?

Verbal assessment (several sentences), in particular:

Subsection 3.2:

Subsection 3.3:

Subsection 3.4:

Subsection 3.5:

Subsection 3.6:

Other (as appropriate):

4. Assessment of the thesis form and style:

- 4.1 What is the formal layout of the thesis?
- 4.2 What is the quality of citations and references? Are sources identifiable?
- 4.3 What is the stylistic level of the thesis, particularly the use of correct economic terminology?

Verbal assessment (several sentences), in particular:

Subsection 4.2:

Other (as appropriate):

5. Overall assessment (*It is necessary to state, whether the thesis meets the requirements of the Methodology of the Faculty of Economics in terms of the quality of contents, scope and formal requirements, whether the thesis is/is not recommended for defense. It may also be nominated for a special award, etc.):*)

6. Questions and remarks to the defense:

Proposed grade:

Date:

.....
Signature of the Thesis External Reviewer

*Instructions for the review: Author of the review must provide verbal assessment for the specified subsections, which are pivotal for the thesis assessment, particularly for the defense; therefore, the assessment must have reasonable explanatory power.
Note: Classification method: 1 = exceptional, 2 = very good, 3 = good, 4 = failed.*



REVIEW OF THE MASTER'S THESIS SUPERVISOR

Student's name:

Thesis title:

Name of the thesis supervisor:

	1	2	3	4
Assessment of the topic itself (irrespectively of the student):				
1.1 To what extent is the topic current and significant?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.2 How challenging is the topic in respect of theoretical knowledge?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.3 How challenging it in respect of practical experience or fieldwork?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.4 How difficult is it to get background materials?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Verbal assessment (several sentences), in particular:

Subsection 1.1:

Other (as appropriate):

2. Evaluation of the thesis structure and logical cohesion:				
2.1 To what extent is the thesis structure logical and transparent?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.2 To what extent does the author use current / suitable sources?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.3 How properly did the author select methods in respect of the topic?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.4 How sufficiently and functionally did the author use in the thesis original charts, tables, data, annexes, etc.?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.5 What is the compatibility level for the thesis basic line elements: topic – thesis assignment – objective – structure - conclusions?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Verbal assessment (several sentences), in particular:

Subsection 2.1:

Subsection 2.5:

Other (as appropriate):

3. Assessment of the thesis text quality:				
3.1 How well – in terms of depth and quality – did the author analyze the topic?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.2 Did the author formulate the thesis objective clearly and with logical structure?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.3 Did the author fulfill the defined thesis objective and approved assignment of the thesis that contains the objective?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Instructions for the review: Author of the review must provide verbal assessment for the specified subsections, which are pivotal for the thesis assessment, particularly for the defense; therefore, the assessment must have reasonable explanatory power.

Note: Classification method: 1 = exceptional, 2 = very good, 3 = good, 4 = failed.

- 3.4 How well – in terms of depth and quality – did the author cover the theoretical part of the thesis?
- 3.5 How well – in terms of depth and quality – did the author cover the practical / analytical part of the thesis?
- 3.6 To what extent are the thesis conclusions logically structured and show quality, and what is their added value?

Verbal assessment (several sentences), in particular:

Subsection 3.2:

Subsection 3.3:

Subsection 3.4:

Subsection 3.5:

Subsection 3.6:

Other (as appropriate):

4. Assessment of the thesis form and style:

- 4.1 What is the formal layout of the thesis?
- 4.2 What is the quality of citations and references? Are sources identifiable?
- 4.3 What is the stylistic level of the thesis, particularly the use of correct economic terminology?

Verbal assessment (several sentences), in particular:

Subsection 4.2:

Other (as appropriate):

5. Overall assessment (*It is necessary to state, whether the thesis meets the requirements of the Methodology of the Faculty of Economics in terms of the quality of contents, scope and formal requirements, whether the thesis is/is not recommended for defense. It may also be nominated for a special award, etc.):*

6. Questions and remarks to the defense:

Proposed grade:

Date:

.....
Signature of the Thesis Supervisor

Instructions for the review: Author of the review must provide verbal assessment for the specified subsections, which are pivotal for the thesis assessment, particularly for the defense; therefore, the assessment must have reasonable explanatory power.

Note: Classification method: 1 = exceptional, 2 = very good, 3 = good, 4 = failed.



REVIEW OF THE MASTER'S THESIS EXTERNAL REVIEWER

Student's name:

Thesis title:

Name of the thesis external reviewer:

	1	2	3	4
Assessment of the topic itself (irrespectively of the student):				
1.1 To what extent is the topic current and significant?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.2 How challenging is the topic in respect of theoretical knowledge?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.3 How challenging it in respect of practical experience or fieldwork?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1.4 How difficult is it to get background materials?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Verbal assessment (several sentences), in particular:

Subsection 1.1:

Other (as appropriate):

	1	2	3	4
2. Evaluation of the thesis structure and logical cohesion:				
2.1 To what extent is the thesis structure logical and transparent?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.2 To what extent does the author use current / suitable sources?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.3 How properly did the author select methods in respect of the topic?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.4 How sufficiently and functionally did the author use in the thesis original charts, tables, data, annexes, etc.?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.5 What is the compatibility level for the thesis basic line elements: topic – thesis assignment – objective – structure - conclusions?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Verbal assessment (several sentences), in particular:

Subsection 2.1:

Subsection 2.5:

Other (as appropriate):

	1	2	3	4
3. Assessment of the thesis text quality:				
3.1 How well – in terms of depth and quality – did the author analyze the topic?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.2 Did the author formulate the thesis objective clearly and with logical structure?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.3 Did the author fulfill the defined thesis objective and approved assignment of the thesis that contains the objective?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Instructions for the review: Author of the review must provide verbal assessment for the specified subsections, which are pivotal for the thesis assessment, particularly for the defense; therefore, the assessment must have reasonable explanatory power.

Note: Classification method: 1 = exceptional, 2 = very good, 3 = good, 4 = failed.

- 3.4 How well – in terms of depth and quality – did the author cover the theoretical part of the thesis?
- 3.5 How well – in terms of depth and quality – did the author cover the practical / analytical part of the thesis?
- 3.6 To what extent are the thesis conclusions logically structured and show quality, and what is their added value?

Verbal assessment (several sentences), in particular:

Subsection 3.2:

Subsection 3.3:

Subsection 3.4:

Subsection 3.5:

Subsection 3.6:

Other (as appropriate):

4. Assessment of the thesis form and style:

- 4.1 What is the formal layout of the thesis?
- 4.2 What is the quality of citations and references? Are sources identifiable?
- 4.3 What is the stylistic level of the thesis, particularly the use of correct economic terminology?

Verbal assessment (several sentences), in particular:

Subsection 4.2:

Other (as appropriate):

5. Overall assessment (*It is necessary to state, whether the thesis meets the requirements of the Methodology of the Faculty of Economics in terms of the quality of contents, scope and formal requirements, whether the thesis is/is not recommended for defense. It may also be nominated for a special award, etc.):*

6. Questions and remarks to the defense:

Proposed grade:

Date:

.....
Signature of the Thesis External Reviewer

*Instructions for the review: Author of the review must provide verbal assessment for the specified subsections, which are pivotal for the thesis assessment, particularly for the defense; therefore, the assessment must have reasonable explanatory power.
Note: Classification method: 1 = exceptional, 2 = very good, 3 = good, 4 = failed.*